

Library Assistant  
\_\_\_\_\_  
(Name)

Hire Date: \_\_\_\_\_  
Supervisor: Library Director

## MAJOR RESPONSIBILITIES AND PERFORMANCE GUIDELINES

- A. Serves the public from the Circulation Desk
1. Performs all circulation functions using SIRSI Workflows software
    - a. Charges materials in and out.
      - 1) Renews requested items
      - 2) Can retrieve and implement Holds from SIRSI Report module
    - b. Performs quick borrower registration
    - c. Administers fines policies
      - 1) Collects & records money
      - 2) Clears patron record
    - d. Able to work in all SIRSI modules
  2. Answers general and directional requests from public
    - a. Demonstrates use of equipment such as copier and fax
  3. Explains and enforces library policies
    - a. Knowledge of Cuba Circulating Library policies  
i.e. hours, meeting room, opening and closing procedures
    - b. Knowledge of STLS policies, (i.e. ILL, Kits, Rotating Collections)
  4. Assists patrons in reference searches and in advising readers
    - a. Teaches patrons to use OPAC (online public access catalog)
    - b. Institutes ILL service when appropriate
    - c. Knowledge of popular adult reading materials including NYT best seller list and genre fiction
    - d. Knowledge of popular juvenile reading materials including Easy, easy readers, YA, recommended reading, series.
    - e. Knowledge of nonprint resources (audio books, DVDs musical CDs etc)
    - f. Knowledge of basic reference resources at Cuba Library
    - g. Basic knowledge of library classifications  
i.e. Dewey Decimal, genres, YA, easy readers, reference etc.
  5. Assists patrons in using computers
    - a. Basic start up and shut down
    - b. Basic word processing skills
    - c. Basic Internet search skills
  6. Takes part in training and development opportunities offered by STLS or locally (i.e. public school or library)
  7. Takes part in Cuba Library planning and problem-solving (i.e. staff meetings, committee participation)
- B. Opens and closes the Library.

Approved by Board of Trustees September 12, 2005

Amended and approved by Personnel Committee 10/27/2006

Amended and approved by Board of Trustees 07/11/2011